

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF CLASS**

This class encompasses the position of the chief officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for public relations, and for employee supervision. The Chief is also responsible for public education and fire prevention, as well as directing all fire suppression operations of the department. The Fire Chief has the authority and responsibility to operate independently in planning and overseeing the work of the department and is accountable to the St. Tammany Parish Board of Commissioners, Fire Protection District #12, hereinafter referred to as "Board of Commissioners."

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department. Develops management policies, and determines goals and objectives for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Develops and implements a safety program and a report review system for the department. Monitors any local conditions which may create situations the department may be called upon to handle. Evaluates the training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources.

Organizes the personnel management functions of the department. Interviews prospective employees and makes recommendations for hire to the Board of Commissioners. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes and maintains a system of personnel inspections, grievance resolution procedures, and a departmental program for internal affairs. Determines performance standards for department personnel and procedures by which performance may be evaluated. Uses information gathered in performance evaluations to make decisions concerning the need for job rotation or specialized training.

Acts as department representative to the news media and the public, releasing information and answering questions concerning

the work of the department. Coordinates special projects and other work of the department with related federal, state, and local agencies. Promotes a positive image of the department in the daily performance of duties by interacting with community members, including making speeches before school or civic groups. Develops a public education program to meet identified community needs and determines target areas for fire prevention efforts.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations. Supervises and directs subordinate employees at the scene of an emergency in all procedures relating to fire suppression, including the containment of hazardous materials, rescue, emergency medical services, fireground communications, salvage and overhaul, pre-fire planning, fire investigations, and related duties. Holds meetings with subordinates in order to receive reports and disseminate information. Adjusts work schedules and approves leave. Evaluates the performance of subordinates and writes evaluation reports. Handles employee complaints and grievances and maintains discipline.

Determines what information should be included in all records of the department and in what form these records should be kept. Provides for the security and maintenance of all department records. Personally completes forms and records, compiles and organizes data needed for reports, and writes letters to address the needs of the fire service.

Supervises the general care and maintenance of all fire department apparatus and equipment, including seeing that repairs are performed as required. Assists the Board of Commissioners in purchasing equipment and supplies and evaluating specifications for new fire department equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of

equivalency issued by a state department of education.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.